Welcome to the
Johnson Space Center Protective Services
Contract II (JSCPSC II)
Virtual Preproposel Conference

February 13, 2018
10:00 am – 1:00 pm
Welcoming Remarks

Justin Mathurin
JSCPSC II Chair
Office of Procurement Directorate
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| Organization, Vision, and Objectives | Greg Lestourgeon, Chief Engineer  
                           | Center Operations Directorate                                                  |
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                           | Ernest Smith, Team Member                                                     |
| Labor Relations Overview | Jalisa Sims, Labor Relations Rep                                              |
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| **10-Minute Break**   |                                                                                |
| Q&A, Schedule, and Closing Remarks | Tumarow Romain, CS  
                           | Michael Lonchambon, CO                                                        |
Orientation and Procurement Overview

Tumararrow Romain
Contract Specialist
Disclaimer
(Orientation)

- These slides are not to be interpreted as a comprehensive description of the procurement strategy or requirements in the RFP

- To the extent there are any inconsistencies between this briefing and this RFP, the RFP will govern
The purpose of this Preproposal Conference is to help industry understand the Government’s requirements.

Questions:
- Verbal questions will be fielded at the end of this presentation.
- Official responses to written questions received by the Contracting Officer will be posted to the JSCPSC II procurement website.
- The deadline for submitting questions regarding the RFP or this conference is February 20, 2018.
Source Selection Authority and Acquisition Team Members

- Source Selection Authority
  - Melanie Saunders, Associate Director, Johnson Space Center

- Acquisition Team
  - Justin Mathurin, Board Chair
  - Tumarrow Romain, Contract Specialist
  - Ernest Smith, Member
Points of Contact (Orientation)

- **Contract Specialist:**
  Tumarrow Romain
  tumarrow.romain@nasa.gov
  281-244-2824

- **Contracting Officer:**
  Michael Lonchambon
  Michael.j.lonchambon@nasa.gov
  281-244-5151

- **JSCPSC II web address:**
  [https://procurement.jsc.nasa.gov/jscpsc2/](https://procurement.jsc.nasa.gov/jscpsc2/)
  Click on the “Anonymous Questions to Contracting Officer” link to submit a question.
  - This link will remain active until the release of the final RFP; afterwards communication will be in accordance with the Section L, Communications Regarding This Solicitation provision.
Industry Assistance Office
Contact Information

- **Main phone number:** (281) 483-4512
- **Charles T. Williams**
  Senior Small Business Specialist
- **Richard Slater**
  Small Business Specialist
- **Robert Watts**
  Small Business Specialist
- **All emails should be sent to:**
  jsc-industry-assistance@mail.nasa.gov
- **Location:**
  Building 1, Suite 453
- **Address:**
  NASA Johnson Space Center,
  Industry Assistance Office
  Mail Code: BA
  2101 NASA Parkway
  Houston, TX 77058
Ombudsman (NFS 1852.215-84): “…before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution … If resolution cannot be made by the Contracting Officer, interested parties may contact the installation ombudsman whose name, address, telephone number, and email address may be found at: http://prod.nais.nasa.gov/pub/pub_library/Omb.html ”
Current Contract Overview

- **Contract Number:** NNJ12JB86C
- **Prime Contractor:** Chenega Security & Support Solutions, LLC
- **Contract Type:** Firm-Fixed Price with fixed-price Indefinite-Delivery/Indefinite-Quantity (IDIQ) task orders
- **Period of Performance:** October 1, 2012 through March 31, 2018, consisting of a 2-year Base and three 1-year Options. A further contract extension has been approved consisting of a six month base and three two-month options, to be used as necessary
- **Skills currently provided on contract include:** Security Services, Law Enforcement, Emergency Management-Dispatch Operations, Badging & Credentials, Locksmith Services, Sensitive/Classified Waste Accountability
Alan Mather, Protective Services Division
Joel Walker, Center Operations Directorate
JSC Center Operations Overview
NASA Security Organizational Structure

NASA HQ Office of Protective Services

- Develops Security Policy

JSC Center Operations

- Provides Resources

GSFC

- Provides Resources

JSC Security

WSTF Security

WSC Security

JSCPSC II Contract
JSC Center Operations Directorate

Joel Walker, Director
Steve Campbell, Deputy

- Protective Services Division
  - Alan Mather, Chief
  - Ronnie Stevens, Deputy
- Planning and Integration Office
- Logistics Division
- Environmental Office
- Facilities Management and Operations Division
Vision
- Provide JSC with the best Security & Emergency Services while continually improving all aspect in which we operate.

Values
- Safeguard lives & property
- Operate with honor & integrity
- Provide courteous & responsive service
- Interpret & implement security policy in a manner that enables mission success
- Keep an open mind to new security strategies to enable business agility
JSC PSD Facilities

- Johnson Space Center
- Sonny Carter Training Facility (SCTF)
- Ellington Air Field
- El Paso Forward Operating Location (EPFOL)
JSCPSC II Core Functions

- Fixed Post & Patrol Operations
- Personnel Security
- Identity & Credential Management
- Emergency Dispatch Center
- Locksmith Services
- Critical Infrastructure Protection Program
- Special Response Team
- Investigations
- Security Management Services
- Security Education & Awareness
- Training Operations
All officers are armed

Some officers have Federal Arrest Authority (FAA): Supervisors & Special Response Team

Fixed post officers and non-supervisors do not have FAA

Vehicle, bike, and foot patrols at JSC, EF, and SCTF

Perimeter patrols conducted on all-terrain vehicles
All officers are certified by NASA Protective Services Training Academy (NPSTA).

Training requirements are outlined in Appendix F of the SOW.

The Security Services Education & Training Program Plan DRD 11.


Security Officer Courses
- NBST Basic Security Officer Course
- NBST Bridge Security Officer Course
- NBST Refresher Security Officer Course
NASA Security Officer Requirements

- Physical Qualifications Test
- Psychological & Medical Screening
- Weapons Qualification
- Uniforms & Appearance
- Standards of Conduct
JSC Fixed Post

- Hours of Operations Vary
  - JSC: Gate 1, 2, 3 & 4
  - EF: Gate 18
  - SCTF: Gate 23
Special Response Team

- SRT members are NASA FFA Police Officers
- Specialized intense & dynamic training
- Highly skilled & motivated officers
- Deliberate selection process
- Specially Equipped
Identity & Credential Management

- Badging for NASA employees, Contractors, & Foreign Nationals
- Identity Enrollment
- Fingerprinting Services
- Visitor Badging
- Employee Clearance & Termination
- Customer Service Oriented
Management of NASA employees & contractors background investigations (over 10K)
Continuous monitoring of investigations
Implementation of OPM Investigative Standards and NASA Personnel Security Requirements
Assisting personnel with completing OPM investigative questionnaires
Extensive experience in submitting background investigations in the OPM EQIP system
Emergency Dispatch Center (EDC)

- 24/7 Operations
- Computer aided – 3 console Dispatch Center
- Emergency Response Dispatch – Medical, Fire Protection, Security, Duress Alarms
- Incident Reporting
- Lenel System
Locksmith Services

- Lock replacement & repair
- New Construction
- Services safes & change combinations
- Cipher locks installation & maintenance
- Maintain master key data base
- Maintain lock & key records
- Fabricate keys
Security Training

- Trainers are certified by NPSTA at KSC
- Local Trainers conduct NPSTA refresher training
- Firearms
- Electronic control weapons
- Defensive tactics
- New Hire & In-Service Training
- Bike Patrol
Security Management Services (SMS)

- Management of Card Readers, Intrusion Detection Systems, and CCTV
- Lenel OnGuard Master/Emerald Level Certifications required
- Configuration Management of Installation Design Packages (IDP) drawings
- NASA Civil Servant TMR assigned to SMS
- Implementation of NPR Physical Security Standards
Critical Infrastructure Protection Program

- Conduct Site and Facility Risk Assessments for JSC, EF, SCTF, and WSTF
- Identity vulnerabilities/non-compliance and recommend mitigations
- Categorize Facilities to determine baseline security requirements
- Assess Security Requirements for new construction
- Create and manage required Security Documentation (assessments, facility security level designations, formal letters, waivers, etc...)
Sensitive & Classified Waste Destruction

- Provides support for JSC, EF, and SCTF
- Support destruction of hard-copy and digital media
- Large volume destruction at times
- Destruction of Classified National Security Information
Special Events

- Events can occur with little notice
- If needed, event support is coordinated by IDIQ Task Order
- VIP Visits
- Open House events
JSC Collective Bargaining Agreements

- For security service personnel:
  - International Union, Security, Police & Fire Professionals of America (SPFPA) Local 300
  - Office and Professional Employees International Union (OPEIU) Local 129
  - International Association of Machinists and Aerospace Workers 37 (Locksmith/Classified Waste Technician)
Larry Bamford, Protective Services Division
James Kaufman, Center Operations Directorate
WSTF/WSC Protective Services Overview
White Sands Test Facility

3 Miles

7 Miles
Mission Statement:
- Provide the expertise and infrastructure to test and evaluate spacecraft materials, components, and propulsion systems to enable the safe exploration and use of space
White Sands Test Facility Overview

- Constructed in 1962-64 to support Apollo Project
- Subsidiary Unit of NASA Johnson Space Center
- Occupies ~40 square miles of the SW corner of White Sands Missile Range
- 65 NASA and ~550 contractor personnel
- Large buffer zone and controlled remote property for hazardous testing
- Moderate desert climate ideal for year-round testing
- Existing environmental permits in place for hazardous testing
WSTF Facilities

- Rocket Engine System Test Stands with Vacuum
- Long-duration Large Altitude Simulation System
- Full-scale Hypergolic & Cryogenic Propulsion Test Systems
- Chemistry & Metallurgical Laboratories
- Flight Component Repair, Refurbishment & Test Facilities
WSTF Facilities, continued

- Oxygen-enriched Atmosphere Test Facilities
- Hypergolic Materials and Components Test Facilities
- Hypervelocity and Low Velocity Impact Test Facilities
WSTF Security

- At WSTF the contractor will provide:
  - Forward Gate Fixed post
  - 2 Roving Patrols
  - Supervisors and trainer
  - Physical security related project management
  - Badging and locksmith services
  - Visitor Control
  - Traffic Enforcement and Control
  - Other duties as specified in SOW and Task Order
WSTF Security Officers

- All officers and Supervisors/Trainer are armed
- Only Supervisors/Trainer have Federal Arrest Authority (FAA). Fixed post officers and non-supervisors do not have FAA
- Vehicle and foot patrols
- Perimeter patrols conducted on all-terrain vehicles
- Contractor personnel must be U.S. citizens and maintain Secret Security Clearances
WSTF/WSC Collective Bargaining Agreements

- International Association of Machinist and Aerospace Workers: Local 392
White Sands Complex

Tracking and Data Relay Satellite System building at NASA’s White Sands Complex in New Mexico.

Credits: NASA White Sands
WSC Overview

- Provides NASA the capability to operate the world’s most comprehensive space network telecommunications system.

- Managed by the Space Network Project Office located at the Goddard Space Flight Center in Greenbelt, Maryland.

- The Space Network is comprised of a fleet of on-orbit Tracking and Data Relay Satellites and associated ground terminals at the WSC.
WSC Sites

- WSC is a 24x7x365 operation consisting of two secure locations inside the larger White Sands Test Facility (WSTF) perimeter:
  - White Sands Ground Terminal & Second Tracking and Data Relay Satellite System (TDRSS) Ground Terminal (STGT)
  - The WSGT went online in 1978 to support NASA’s Space Shuttle
  - The STGT became operational in 1994
- Both WSC facilities are currently identified as NASA “Exclusion” Areas and require additional vetting and processing
WSC Location

- 16 Miles NE of Las Cruces, NM
- 50 Air Miles from US – Mexico Border
At WSC the Contractor will provide the following Security Services:

- Fixed Posts
- Roving Patrols
- Access Control
- Communications/Alarm Monitoring
- Other duties as specified in Task Orders
SOW, J Attachments, DRDs Overview

Justin Mathurin & Ernest Smith
JSCPSC II Board Chair & Team Member
The PWS, Section C, is composed of 6 sections, which outlines the following:

- Section 3.14 Facility Clearance Level & National Security Positions. (Clearance Level: Top Secret)
- Section 4.1 Chief of Security. (Title Change was previously Operations Manager)
- Section 4.2 Hurricane Ride-out: Removed any references airboat & trailer.
- Section 4.5 Patrol Operations: Increased Physical Security Specialist (PSS) patrol duties.
- Section 4.5 Patrol Operations: Ellington Field & Sonny Carter Training Facility now sharing a roving patrol.
- Section 4.6 PPS: Extended patrol duties and hours change to personnel supporting this new requirement.
- Section 5: Reference to shared resources across WSTF & WSC. (Chief of Security, Trainer & Captains)
- Section 6: No longer an IDIQ Task Order. These requirements will fall under base requirements. In addition, please make note of the shared resources between WSTC & WSC.
- Section 13: Uniform Consolidations.
- Took out specialty vehicles under 14.2 JSC Special Vehicles removed Hurricane Ride-Out Boat/Trailer & ATVs. This section also now states the contractor shall provide and maintain an all-terrain utility vehicle and trailer for perimeter fence inspections.
PWS Changes

- Justification for Top Secret:
  - The Contractor shall comply with and support the classified Special Security Officer Program in accordance with NPR 1600.1 including other designated National SSO policies and procedures. Contractor personnel identified to support this function shall be required to possess and maintain a Top Secret (TS) clearance with the ability to obtain Government-sponsored Sensitive Compartmented Information (SCI) access. The Contractor support shall include, but is not limited to the following tasks: support classified meetings and other two-person integrity related activities; provide access briefings and debriefings; prepare SCI clearance packages for Headquarters’ approval; develop, present, and track required annual TS/SCI training for TS/SCI cleared personnel to include both civil servants and other participating contractors; input clearance and personal information into the required security database(s) for tracking of clearance information, etc., prepare TS/SCI visit authorization letters for SSO approval and signature.
The SLPT is taking a zero-based approach to DRDs. All DRDs associated with the current contract have been reviewed and their inclusion in the new solicitation has been justified.

Significant DRD changes include:

- Modified DRDs, with brief description of modification:
  - Management Plan (CAGE; Loss of critical skills, Risks Phase-In & Contract, Policy Experience, CBAs)
  - Phase-Plan (looking for an itemized plan with milestones required to accomplish a timely and successful phase-in)
  - Safety & Health Plan (partial plan due at proposal)
  - Security Services Education and Training Program Plan (now includes an approximation of labor needing training that will require proposals to outline a plan)
  - Protective Services Security Report (Included HQ Quarterly Reporting)
DRDs

- **Added DRDs:**
  - Critical Infrastructure Protection Program (CIPP)
  - Armory Report (JSC & WSTF)
  - Data & Records Management Plan
  - IT Security Management Plan

- **Eliminated DRDs:**
  - Wage/Salary & Fringe Benefit Data
  - Monthly Financial Report
  - File Plan (Summary of Holdings)
  - Quality Plan
  - Safety & Health Program Self Evaluation
  - Lessons Learned Program Plan and Lessons Learned
  - Physical Security Plan
  - Staffing and Critical Skills Plan
  - Records Management Inventory
DRDs Continued

- DRDs that are due with the proposal are:
  - Management Plan
  - Phase-In Plan
  - Safety and Health Plan – Partial Plan due at proposal
    See DRD 006
  - Security Services Education and Training Program Plan
Overview of RFP
80JSC018R0012

Tumarrow Romain, Contract Specialist
Michael Lonchambon, Contracting Officer
The actual issued RFP and amendments take precedence over any information provided at this conference.

Competition: Service Disabled Veteran Owned Small Business Set-aside; NAICS Code 561612 and Size Standard $20.5M

Period of Performance:
- Phase-In Period: 8/01/18 to 9/30/18
- Basic Contract: 10/01/18 to 9/30/20
- Option 1-Year 3: 10/01/20 to 9/30/21
- Option 2-Year 4: 10/01/21 to 9/30/22
- Option 3-Year 5: 10/01/22 to 9/30/23
Contract Type

- **Type of Contract**: Firm-Fixed-Price (FFP) with FFP Indefinite Delivery/ Indefinite Quantity (IDIQ) task orders
  - IDIQ Task Orders issued will be priced using the established prices in IDIQ Fully Burdened Labor Rates for the skills listed in the table for JSC, WSTF, and WSC
  - IDIQ Minimum and Maximum Ordering Limits—Minimum Order Total - $5,000, NTE Maximum Contract Total - $5,000,000
  - The Task Order Procedure is described in NFS 1852.216-80, Task Ordering Procedure
When reading the RFP, note that:

- Important information is contained in the SF33 and numerous clauses and provisions that have been incorporated, via full text and/or referenced text, throughout the document

- Clauses incorporated by reference have the same force and effect as if they were included in their full text

- Section J includes documents, exhibits, and other attachments
  - For example, Wage Determination Data; Data Requirement Descriptions (DRD)
The **System for Award Management (SAM)** is a Federal Government owned and operated free web site that collects data from suppliers, validates and stores this data, and disseminates it to various government acquisition agencies.

The SAM website is located at:  [https://sam.gov/portal/public/SAM/](https://sam.gov/portal/public/SAM/).

We recommend that you create an account in SAM in order to verify that your information in this database is current or to add information to SAM.
If a subcontracting arrangement is proposed, Offerors shall include specific detail as defined in the RFP Section L.7, Responsibility Considerations, so that the Government can determine that the prime contractor making the offer will be performing the primary and vital requirements for the contract.
Government Property

- Under Clause G.4, NFS 1852.245-71, Installation Accountable Government Property, NASA anticipates providing:
  - Office Space, work area space, and utilities.
  - Office Furniture
  - Property Listed in Section J, Attachment J.03 and Attachment J.04
  - Safety and Fire Protection
  - Installation service facilities (Office Automation Information Technology onsite only, Disposal Services, Pickup and Delivery of Official Mail, Use of JSC Calibration Laboratory)
  - Medical treatment of a first aid nature
  - Cafeteria privileges
  - Building maintenance
  - Moving and hauling for office moves
Discussions

- Offeror’s initial proposal should contain the best terms from a price and technical standpoint.

- The Government preference is to award without discussions, however, the Government reserves the right to conduct discussions with those Offerors who have made it to competitive range.

- If discussions are held, the Offeror will:
  - have the opportunity to address potentially acceptable items and;
  - be requested to resubmit the SF33 with Final Proposal Revisions (FPR) which will include clearly marked changes.
Proposal Outline

- **Volume I** – Technical Acceptability Factor
  - Sub-factor A - Management Plan
  - Sub-factor B - Technical Implementation Approach
  - Sub-Factor C - Phase-in Plan
  - Sub-Factor D - Safety and Health Approach
  - Sub-Factor E - Security Services Education and Training Program Plan

- **Volume II**—Past Performance Factor
- **Volume III**—Price Factor
- **Volume IV**— Responsibility Considerations
- **Volume V**— Model Contract
  - SF33
  - Contract Clauses (Fill-ins required Sections B through I)
  - Section J - Attachments
  - Section K - Representations and Certifications

Past Performance is somewhat more important than Price
Proposal Formatting

In accordance with Section L.2, *Proposal Arrangement, Page Limitations, Copies, and Due Date*:

- Instructions for proposal arrangement, page limitations, copies and the due date are specified in Section L.2.
- Offerors shall submit their proposals in accordance with those instructions.
- Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror in accordance with NFS 1815.204-70(b).
  - Minor informalities or irregularities in a proposal that can be adjusted, corrected, or waived without being prejudicial to other offerors may be accepted if it is immaterial to the acquisition.
  - However, any pages contained in a page limited section of your proposal which do not comply with the RFP requirements may be returned by the Government and not evaluated.
Proposal Formatting, Continued

- Pay close attention to ensure that the number of pages, page margins, font type, font size, and page size are in conformance to Section L.2.
- Return the entire model contract, not just the pages with the fill-ins.
  - The model contract becomes the actual contract and so it must be complete and correct.
- Please note page limitations.
  - Some volumes/sections are subject to a page limitation and others are not.
    - In the Past Performance Volume, the Past Performance Information is subject to the page limit of 75 pages, but the Environmental and Safety Data are not subject to the page limitation.
    - Proposal information must be provided in the correct volume.
    - Proposal information in a page-limited volume or section should not be moved to another volume/section without such page limitations.
- Having non-conforming pages returned may affect the government’s evaluation of a proposal, and how this proposal is ultimately rated.
Responsibility Considerations

- The Contracting Officer makes the determination of responsibility per FAR 9.104.
  - Responsible means that the contractor has adequate organizational and financial controls, satisfactory business ethics, financial resources, the ability to successfully perform the work, is eligible, etc.
  - This determination is performed by the CO and is separate from the selection decision.
  - If an offeror is not responsible, then they are not eligible for award.
- The Contracting Officer will also check the FAPIIS database (includes records of the Contractor’s previous contracts.)
- The Contracting Officer will request an Equal Opportunity clearance, and check to ensure the veteran’s reports are submitted.
- This determination is performed for offerors in the competitive range or the successful offeror only.
Model Contract

- The Model Contract consists of Sections A-K of the RFP.
  - The Reps and Certs, Evaluation Criteria, and Instructions are used for selection purposes only.

- The Offerors will submit a signed Model Contract with their proposal.
  - The Model Contract becomes the actual contract and so it must be complete and correct.
  - The Model Contract must be signed by a person authorized to commit the offeror.
  - All pages must be returned – not just the pages with the fill-ins.

- The Contracting Officer will sign the Model Contract of the Successful Offeror once all issues are resolved and the selection decision is made.

- Errors or inconsistencies in the Model Contract (that cannot be resolved) may result in an offeror being removed from consideration for award.

- The Model Contract takes precedence over the proposal.
  - Ensure that your rates in the Price Volume are reflected in Section B of the Model Contract.
NOTE TO PROSPECTIVE OFFERORS

Prospective Offerors are reminded not to contact incumbent personnel (either directly or through electronic means) during duty hours or at their place of employment, as such contacts are disruptive to the performance of the current contract.
Jalisa Sims
JSC Contractor Industrial Labor Relations Officer

Labor Relations
Guidelines for Responding to Labor Relations Requirements in the Request for Proposal (RFP)
Draft RFP Requirements

- Department of Labor (DOL) Wage Determination
- Data Requirements Descriptions (DRDs)
  - Notification of Potential Labor Dispute & Contingency Strike Plan (DRD 2)
  - Labor Relations Questionnaire (Attachment L-1)
- Labor Relations FAR Clause Updates
- Collective Bargaining Agreement (CBA)
- Points of Contact
- References
The following Service WD is applicable to the DRFP and resultant contract:

- Wage Determination 2015-5234, Revision 7 (JSC)
- Wage Determination 2015–5448, Revision 5 (WSTF)

The WD applies to all non-exempt labor categories (not covered by the CBA), and sets forth the minimum labor rates, health and welfare benefits, vacation/holiday leave and sick leave for these categories.
When an average cost, even-numbered, wage determination applies, the per hour health and welfare benefit is an average cost fringe benefit requirement computed on the basis of “all hours worked” by service employees on the contract.

- The Health and Welfare benefit is currently $4.13 an hour.

The term “all hours worked” includes overtime hours and is not limited to 40 hours per week or 2,080 hours per year for each employee; the term “all hours worked” does not include paid leave hours, such as for vacations, holidays, or sick leave. Also, it does not include unpaid leave time, such as that provided under the Family and Medical Leave Act.

Under the average cost concept, the fringe benefits provided by the contractor may vary among individual service employees, and compliance is achieved when the actual cost of these benefits divided by the total hours worked by service employees in a payment period equals or exceeds the amount required by the wage determination.
Offeror responsibilities include the following:

- Proposing exempt and non-exempt labor categories, based upon their own unique staffing approach.
  - 29 CFR 541 defines exempt and non-exempt employees.
- For service non-exempt employees:
  - Proposing at least the minimum labor rates for the mapped categories as stated in the WD or CBA.
  - Proposing at least the minimum health and welfare, vacation, sick leave, and holiday benefits that are stated in the WD or CBA.
Notification of Potential Labor Dispute & Contingency Strike Plan

- Used to facilitate the coordination of activities between the Contractor and the affected NASA operational directorates to ensure that necessary steps are taken to prepare for any potential strike situations and to prevent the disruption of work.

- A Notification of Potential Labor Dispute must be submitted by the prime and any subcontractors at the first indication of potential labor unrest and 45 days prior to the expiration of any Collective Bargaining Agreement.

- A Contingency Strike Plan must be submitted at contract start and updated if there is any indication of potential labor unrest or potential picketing activity.

- Copies of all CBAs must be provided within 30 days of ratification or modification to the Contracting Officer and Contractor Industrial Relations Officer.
This questionnaire is:

- used to evaluate the offeror’s approach to working with organized labor and to describe their experience with organized labor.
- required from the prime contractor and any subcontractor proposing work on the contract that is currently represented by organized labor.
- submitted with the proposal.
FAR 52.222-62, “Paid Sick Leave Under Executive Order 13706”

- This clause, dated January 2017 must be read in depth.
- This clause to all individuals performing work under the contract subject to FAR 52.222-41 or the Fair Labor Standards Act.
  - The Contractor shall permit each exempt and non-exempt employee engaged in performing work on or in connection with this contract to sick leave benefits for unionized employees are stated in the CBA.
  - Earn not less than 1 hour of paid sick leave for every 30 hours worked, up to 56 hours of paid leave each year.
- The paid sick leave required by this clause is in addition to the Contractor's obligations under the Service Contract Labor Standards statute, i.e. Health and Welfare benefit, vacation and holiday leave.
## CBAs Under This Procurement

<table>
<thead>
<tr>
<th>CBA</th>
<th>Effective Period</th>
<th>Union</th>
<th>Union Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSC Security Guards</td>
<td>03/25/2017-09/30/2019</td>
<td>SPFPA, Local 300</td>
<td>Don Eagle <a href="mailto:don@spfpa.org">don@spfpa.org</a> (316) 841-7541 (Mobile)</td>
</tr>
<tr>
<td>WSTF Security Guards</td>
<td>03/01/2016-02/28/2019</td>
<td>IAM, Local 2515</td>
<td>Charles Jaramillo <a href="mailto:cjaramillo@iamaw.org">cjaramillo@iamaw.org</a> (575) 434-0211 (Office)</td>
</tr>
<tr>
<td>Badging Clerk</td>
<td>10/01/2017-09/30/2022</td>
<td>OPEIU, Local 129</td>
<td>Sherry Patton (979) 709-7371 (Office)</td>
</tr>
<tr>
<td>Locksmiths</td>
<td>02/01/2016-01/31/2019</td>
<td>IAM, Local 1786, District 37</td>
<td>Byron K. <a href="mailto:Williams-bwilliams@iamawdl37.org">Williams-bwilliams@iamawdl37.org</a> 713-681-6786 (Office)</td>
</tr>
</tbody>
</table>
Offerors are required to work with the union as long as the union is representative of the covered employees.

FAR 22.1002-3(a), *Wage determinations based on collective bargaining agreements*: “Successor contractors performing on contracts in excess of $2,500 for substantially the same services performed in the same locality must pay wages and fringe benefits (including accrued wages and benefits and prospective increases) at least equal to those contained in any bona fide collective bargaining agreement entered into under the predecessor contract.”
## Labor Relations Points of Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Point of Contact Information</th>
</tr>
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<tbody>
<tr>
<td>Jalisa Sims</td>
<td>JSC Contractor Industrial Relations Officer</td>
<td><a href="mailto:Jalisa.C.Sims@nasa.gov">Jalisa.C.Sims@nasa.gov</a></td>
</tr>
<tr>
<td>Suzan Thomas</td>
<td>JSC Contractor Industrial Relations Officer Team Lead</td>
<td><a href="mailto:Suzan.P.Thomas@nasa.gov">Suzan.P.Thomas@nasa.gov</a></td>
</tr>
<tr>
<td>Department of Labor</td>
<td>Wage and Hour Division, Albuquerque District Office</td>
<td>504-248-6100 (Phone)</td>
</tr>
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## References

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<tr>
<td>FAR Part 22, Application of Labor Laws to Government Acquisitions</td>
<td><a href="https://www.acquisition.gov/?q=/browse/far/22">https://www.acquisition.gov/?q=/browse/far/22</a></td>
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<td>FAR 52.222-17, Nondisplacement of Qualified Workers</td>
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<td>FAR 52.222-41, Service Contract Labor Standards</td>
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<td>Department of Labor, Wage and Hour Division, Prevailing Wage Resource Book</td>
<td><a href="http://www.dol.gov/whd/recovery/pwrb/toc.htm">http://www.dol.gov/whd/recovery/pwrb/toc.htm</a></td>
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<td>Department of Labor Directory of Occupations</td>
<td><a href="https://www.dol.gov/whd/regs/compliance/wage/">https://www.dol.gov/whd/regs/compliance/wage/</a></td>
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Dan Clem,
Safety and Test Operations Division

Safety & Health Programs
Guidelines for responding to Safety Requirements in the Request for Proposal (RFP)
Overview of the NASA Safety Program

- NASA safety objective is to avoid loss of life, personal injury and illness, property loss or damage, environmental harm resulting from any of its activities and to ensure safe and healthy conditions for persons working at or visiting NASA facilities.
- NASA shall comply with all applicable regulations:
  - NASA Safety & Health requirements
  - Requirements of those Federal agencies with regulatory authority over NASA such as OSHA, EPA, and DoT
- NASA requires every employee to report workplace hazards:
  - NASA ensures that there is no reprisal to personnel for reporting unsafe or unhealthy conditions.
The NASA Safety Policy stresses the individual responsibility of each employee for their own safety and that of their co-worker. Risk within the work environment must be managed to control hazards, and we continuously improve workplace conditions.

The OSHA has recognized JSC as a leader in health and safety by awarding the “Star” designation level of achievement in the Voluntary Protection Program (VPP).

As a VPP Star, JSC has a comprehensive and successful safety and health program, is below the national average for the industry in injury/illness rates, has demonstrated good faith in dealing with OSHA, and serves as a safety & health mentor.
What Would Be Expected of You at JSC

- All contractors performing work at JSC shall comply with all applicable safety and health regulations
- Every major onsite contractor shall have a designated safety official and shall conform to a written safety and health plan
- Safety and health approach shall follow OSHA, JSC and VPP guidelines
- Failure to comply with safety and health requirements may result in one or more of the following - contract termination, lower fee, and exclusion from future contract awards
Submission of detailed safety and health data as part of the proposal

- Partial Safety & Health Plan which includes detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of your employees and to ensure safe working conditions throughout the performance of the contract
  - Complete plan must be approved at least 15 days before contract start
- Statement regarding past OSHA and EPA citations and corrective actions taken to prevent recurrence
- Records of OSHA recordable injuries (OSHA 300 and 300A logs and calculated frequency rates)
- Insurance carrier information - including Experience Modifier Rates (EMR)
A Successful Safety Program Model

- Based on 4 Basic VPP elements defined by OSHA Region VI
The Safety & Health Plan

Safety & Health Plan provisions you should expect to address on a typical JSC service contract

- **Management Leadership and Employee Participation**
  
  - **Policy, Goals and Objectives** - Discuss company policies, goals and objectives for safety and health and top leadership’s level of commitment for achieving objectives
  
  - **Management Leadership and Employee Participation** - Discuss visible leadership actions that motivate and reinforce safety and health performance and discuss meaningful opportunities for employees to engage and support the safety and health program
The Safety & Health Plan

- Safety & Health Plan provisions you should expect to address on a typical JSC service contract
  - *Management Leadership and Employee Participation*
    - **Assignment of Responsibility** – Discuss roles, responsibilities and accountability of safety representatives
    - **Program Evaluation** – Discuss annual evaluation of safety and health program consistent with OSHA’s VPP criteria
The Safety and Health Plan

- **Worksite Analysis**
  - **Hazard Identification** – Describe the methods and techniques used to systematically identify hazards
  - **Inspections** – Describe the procedures and frequency for regular inspections and who will be accountable for implementing corrective measures
  - **Employee Reports of Hazards** – Describe the methods to be used to encourage employees to report hazards and how the reports will be analyzed and resolved
  - **Mishap Investigations** – Discuss methods of response, reporting, and investigation of mishaps
  - **Trend Analysis** – Discuss approach in performing trend analysis and methods of documenting data
Hazard Prevention and Control

- Discuss the approach to be used for selecting controls appropriate to the hazardous operations associated with this contract
  - Maintain a list of hazardous operations and processes
  - Develop written procedures to identify safety procedures
  - Describe methods for notification of personnel

Medical (Occupational Healthcare) Program – describe medical surveillance program, response to injuries & illnesses, case management

Disciplinary System – approach to modify behaviors

Emergency Preparedness – approach used for emergency preparedness and contingency planning that addresses fire, explosion, weather, environmental releases or other potential emergencies
The Safety and Health Plan

- **Safety and Health Training**
  - Program Description – describe your training program to ensure safe work practices, hazard recognition and to meet all regulatory requirements

- Tailor training toward specific audiences – managers, supervisors, employees (crafts, office workers, etc.)

- Train for emergencies – fire drills, evacuation drills, site emergencies
Recommendations

- Pay special attention to the miscellaneous reports contained in the body of the Safety & Health Plan DRD under Other Deliverables – building fire warden roster; hazardous materials inventory; roster of terminated employees; material safety data sheets; OSHA logs; program self evaluation.
  - List of required DRD sections under “Submission”

- Review the requirements provided in JSC Safety and Health Handbook (JPR 1700.1) [http://jschandbook.jsc.nasa.gov](http://jschandbook.jsc.nasa.gov) and describe how you will incorporate JSC requirements into your Safety & Health Program

- For the good of your employees and your business, take safety seriously and proactively plan to PREVENT injuries.
10-Minute Break
Questions and Answers
For your proposal to be considered timely, your package must be delivered to Building 420 by the due date and time stated in the RFP.

Review all proposal delivery instructions with your courier to stress the importance of timeliness and the proper location of delivery.

- Shipping and Receiving will give your courier a receipt of delivery.

When delivering a proposal in person, remember to deliver the proposal through Gate 4, and not through the Central JSC Gate 1.

- Directions to Gate 4 are in the proposal instructions.

Allot at least 48 hours to over-night a proposal through a mail carrier.

- A commercial/government mail carrier may have a mechanical breakdown or otherwise fail to deliver in a timely manner.

If you choose to deliver in person on the due date, remember that late flights, traffic jams, and congestion in the JSC area may affect the timeliness of your proposal.

Review the proposal instructions, coordinate with the point of contact in advance of the delivery, and ask questions if any instructions are not clear.

Review paragraph (c)(3) of FAR 52.215-1, “Instructions to Offerors – Competitive Acquisition”.
This concludes the Johnson Space Center Preproposal Conference for the JSCPSC II